

A decorative graphic on the left side of the slide consisting of a network of thin, light blue lines and small circles, resembling a circuit board or a data network diagram.

EVERYTHING NEW DATA COORDINATORS SHOULD KNOW

DATA COORDINATORS CONFERENCE – 2018

DATA COORDINATOR RESPONSIBILITIES

- The data coordinator is responsible for ensuring all data submitted to TJJD is accurate, timely and consistent with reporting requirements.
- The data coordinator ensures that data errors are corrected prior to the submission of monthly data or by the date requested.

DATA COORDINATOR RESPONSIBILITIES

- Notify TJJD in advance of any local VPN changes
- Submit the *Monthly Folder Extract* to TJJD

DATA COORDINATOR RESPONSIBILITIES

- Submit the *Monthly Folder Extract* to TJJD
 - An automated process to extract and submit modified case records from the department's system to TJJD.
 - The extract created by JCMS follows in accordance with the Electronic Data Interchange (EDI) Specifications.
 - The monthly extract is due by the 10th of the month.

ELECTRONIC DATA INTERCHANGE (EDI) SPECIFICATIONS


- Document developed by TJJD outlining the data fields and file structures that each department is required to follow in submitting the TJJD monthly folder extract.

COMPREHENSIVE FOLDER EDIT

- The CFE is an edit report designed to identify potential errors in your data.
- Prior to submitting the *Monthly Extract*:
 - Run the CFE
 - Correct the errors on the CFE
 - Rerun the CFE to verify corrections


HOW TO RUN THE MONTHLY EXTRACT

TechShare.Juvenile and JCMS.BasicUser, TJJD (Anderson County JPD) [Home](#) | [Logout](#)

[Home](#) [Search](#) [Juvenile](#) 

[My JCMS Home Page](#) >


Welcome

Find a Juvenile


Find Other

- [Offense Associate Search](#)
- [Photo Line-Up Search](#)

Other Tasks

- [Ad-Hoc Reports](#)
- [Caseload](#)
- [Court Docket](#)
- [Maintenance](#)
- [Reports](#)
- [Secondary Officer Caseload](#)
- [Security](#)
- [TJJD - EDI Extract](#) 

Current role: System Administrator

Revision Number: 2.0.41324.0 Host Name: fixesmodelofficebasic.jcms-tx.org Date & Time: 8/17/2016 2:07:28 PM Logon User: 30a357d4-77ef-4bc8-9e6b-2011a062eb9d
Browser: Mozilla/4.0 (compatible; MSIE 7.0; WOW64; Trident/7.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; Media Center PC 6.0; InfoPath.3; .NET4.0C) Session: luiwp1w1oih5lwvuf4keryxb


ENTER THE APPROPRIATE TIME PERIOD

TechShare.Juvenile and JCMS.Basic User, TJJD (Anderson County JPD) [Home](#) | [Logout](#)

[Home](#) [Search](#) [Juvenile](#) ▾

[My JCMS Home Page](#) » [TJJD - EDI Extract](#) »

TJJD - EDI Extract

*Start Date: 

*End Date:

An additional email address to receive the processing log:

Current role: System Administrator [Submit](#) [Cancel](#)

Revision Number: 2.0.41324.0 Host Name: fixesmodelofficebasic.jcms-tx.org Date & Time: 8/17/2016 2:12:45 PM Logon User: 30a357d4-77ef-4bc8-9e6b-2011a062eb9d

Browser: Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.1; WOW64; Trident/7.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; Media Center PC 6.0; InfoPath.3; .NET4.0C) Session: luiwp1w1oih5lwvuf4keryxb

DATA COORDINATOR RESPONSIBILITIES

- Submit Monthly Extract to TJJD continued...
 - Only information entered/modified during the month is included in the extract. Changes made between the 1st and 10th of the following month are not included in the current extract.
 - Example: You run the CFE and make a correction on the 2nd of the month. This change will not be included in the extract you are sending.
 - You may receive an error on your extract that is not included on your CFE.
 - The monthly extract is a more detailed report process on our end.

SECURITY - USERNAMES AND PASSWORDS

- Each user should have their own login and password.
- Limit Delete/System Administration access.
- Verify that current users don't have more access than they need.
- Inactivate anyone no longer employed.
- Do not allow Microsoft to 'Remember Password'

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REPORTING

REPORTING REQUIREMENTS


- The data coordinator should have a complete understanding of all reporting requirements.
 - Monthly Extract Edit Report
 - Quarterly Edit
 - Comprehensive Data Audit
 - Funding Source Audit
 - Annual Resource Survey
 - Grant Reporting Requirements
 - Other information as requested

MONTHLY FOLDER EXTRACT EDIT PROGRAM

- This program was developed to automatically review each Monthly Folder Extract prior to storing the data in TJJD's database.
- An extract report is sent to the Chief's TJJD email and additionally can be sent to a second email address.
- Check for confirmation each month.

ADDITIONAL EMAIL FOR EXTRACT RESULTS

TechShare.Juvenile and JCMS.BasicUser, TJJD (Anderson County JPD) [Home](#) | [Logout](#)

[Home](#) [Search](#) [Juvenile](#) 


[My JCMS Home Page](#) » [TJJD - EDI Extract](#) »

TJJD - EDI Extract

*Start Date:

*End Date:

An additional email address to receive the processing log:



[Submit](#) [Cancel](#)

Current role: System Administrator

Revision Number: 2.0.41324.0 Host Name: fixesmodelofficebasic.jcms-tx.org Date & Time: 8/17/2016 2:12:45 PM Logon User: 30a357d4-77ef-4bc8-9e6b-2011a062eb9d

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MONTHLY EXTRACT ERRORS

- Two Types: 'Needs to be corrected' and **REJECTED** Errors
 - Error in Referral, PID XXX Referral XXX: '0000000' is not a valid Originating HQ PID Number.
 - Error in Referral, PID XXX Referral XXX: '755' is not a valid Referral County Number for specified Referral Type.
Rejected

MONTHLY EXTRACT ERRORS

- Records with errors are added to your department's data table.
- REJECTED records are NOT added to your department's data table.
- Regardless of the type of error, you do NOT have to resubmit in the same month.


MONTHLY EXTRACT ERRORS

- End of report

000 - CountyName1 2017-06-01 2017-06-30 2017-07-03 10:37:30

Processed:

59 Decodes	25 Children	24 Referrals
9 Detentions	10 MAYSIs	14 Offenses
2 Placements	5 Programs	6 Supervisions
0 Behavioral Health	0 Behavioral Health Treatment	
14 Drug Tests	0 Non-Residential Services	
0 Program Component	0 Psychological Test	


End of report. 

000 - CountyName2 2017-06-01 2017-06-30 2017-07-03 08:07:56 .

Processed:

Error in DrugTesting, PID 0001463: 'TA' is not a valid Funding Source Value for date 6/16/2017

43 Decodes	46 Children	46 Referrals
1 Detentions	2 MAYSIs	32 Offenses
0 Placements	20 Programs	32 Supervisions
1 Behavioral Health	1 Behavioral Health Treatment	
7 Drug Tests	0 Non-Residential Services	
0 Program Component	0 Psychological Test	

End of report. 

QUARTERLY EDIT

- The Quarterly Edit is run by TJJD. It identifies any record previously listed in the Monthly Folder Extract Edit Program that has not been corrected within the last twelve months.

COMPREHENSIVE DATA AUDIT

- Comprehensive review of extracted data
- Once a year
- The CDA reviews each file and cross-references data between files for completeness and consistency.
- The process consists of reviewing cases referred or active within a specific time period.

COMPREHENSIVE DATA AUDIT

- Check the CDA Manual for explanations and exceptions to errors.
- Each year Research may add or remove errors.
- Keep your CDA Report to reference next year.

FUNDING SOURCE AUDIT

- Review of funding sources used
- Ran twice a year
- Check the FSA Manual for explanations and exceptions to errors.
- Each year Research may add or remove errors.
- Keep your FSA Report to reference next year.

GRANT FUNDING

- Grant Funding is reported to TJJD automatically through the monthly extract.
- Funding Sources should be entered in JCMS for all TJJD grant funding.

ANNUAL RESOURCE SURVEY

- Typically completed in late spring/early summer
- Staffing and Caseloads
- Community Based Programming
- Juvenile health care costs incurred by the department

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JCMS STANDARD PRACTICES

RECOMMENDED CRITERIA FOR STATEWIDE SEARCH

► Enter Date of Birth

► Enter Sex

► Uncheck

‘My County Only’

The screenshot shows the 'TechShare.Juvenile and JCMS.Basic' search interface. The top navigation bar includes 'Home', 'Search', and 'Juvenile' with a dropdown arrow. A user login bar at the top right shows 'User, T3JD (Anderson County JPD)' with links for 'Home' and 'Logout'. Below the navigation bar is a breadcrumb trail: 'My JCMS Home Page > Basic Search >'. The main search area is titled 'Search' and contains a 'Go To Advanced Search' link. The search criteria are organized into sections: 'ID Numbers' (with 'Number' and 'Type' dropdowns), 'Name' (with 'Last', 'First', 'Middle', and 'Alias Name' text boxes), and 'Demographics' (with 'DOB', 'Sex', 'Race', and 'Ethnicity' fields). The 'DOB' field is highlighted with a green box and contains the value '03/02/2002'. The 'Sex' dropdown is set to 'Male'. Below the search criteria are four checkboxes: 'My County Only' (unchecked), 'Juvenile Only' (checked), 'SoundEX Enabled' (unchecked), and 'Archived Records' (unchecked). A green arrow points to the 'My County Only' checkbox. At the bottom of the search criteria section are 'Search' and 'Clear' buttons. To the right of the search criteria is a 'Welcome to Search' message explaining the purpose of the screen and providing instructions on how to use the search criteria and wildcard characters. A green arrow points to the 'Search' button.

TechShare.Juvenile and JCMS.Basic

User, T3JD (Anderson County JPD) [Home](#) | [Logout](#)

Home Search Juvenile ▼

[My JCMS Home Page](#) > [Basic Search](#) >

Search

[Go To Advanced Search](#)

▼ ID Numbers:

Number:

Type: PID ▼

▼ Name:

Last:

First:

Middle:

Alias Name:

▼ Demographics:

DOB: 03/02/2002

Sex: Male ▼

Race: ▼

Ethnicity: ▼

☐ My County Only

☒ Juvenile Only

☐ SoundEX Enabled

☐ Archived Records

Search

Clear

Welcome to Search

The purpose of this screen is to help you locate juveniles based on criteria you choose.

What to Do:

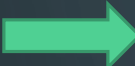
Enter criteria values for which you would like to find matching juveniles. The juveniles returned will match all of the criteria values you enter.

You may execute the search by either pressing the 'Enter' key or by clicking the 'Search' button.

Use "%" for wildcard searches as in "Curt%" to find Curt, and Curtis. Wildcards disregard the Soundex option.

ARCHIVING JUVENILES

Archive a Group by Age – Under Maintenance



Maintenance		
Actions and Dispositions	Funding Sources	Non-Residential Services
Archive Juveniles	Gangs	Notifications
Behavioral Health Providers	Hearing Types	Placement Facilities
Child Lives With	Holidays	Program/Service Providers

Archive Individual Records



Flags	Gang	Sex Offender Status	ID Numbers
Edit	 Gang Affiliation: Unknown Gang Name: Gang Involvement:	Registration Status: Date Ordered: Registered Sex Offender: No DNA Sample Obtained: Unknown DNA Sample Obtained Date: Registration Date: Registration Expiration Date: Registration Suspended Date:	SS#: DL: DL Exp: State ID: FBI#: TSDS#:
Committed to TJJD: No CPS Custody: No Prior JJAEP: No Crisis Intervention Youth: Prevention Intervention Youth: Restricted: Archived: JJAEP Student: TJJD Parolee: Discharged TJJD Parolee:			


WHY ARCHIVE?

- Can be excluded from Fee Reports
- Can be excluded from Search

SEARCHING FOR AN OFFENSE

- Enter the Offense Date prior to searching.
- Search results are based on the Offense Date.


Offense Summary

*Offense Date: 

*Offense Time: :

*Offense Agency: **Select**

*Offense: **Select**

*JPD Complaint Received Date: 

GOC: ▼

Counts:

*Service Report #:

TRS:

LEA Domestic Violence Offense: ☐

*Weapon Used/In Possession: ☐ Yes ☐ No

TJJD Weapon Type: ▼

DPS Firearm Type: ▼

*School Related Location: ▼

School Campus:

*Gang Related: ☐ Yes ☐ No

*Substance Abuse Related: ☐ Yes ☐ No

*Sexual in Nature: ☐ Yes ☐ No


CLOSE OFFICER ASSIGNMENT

- Juvenile completes supervision
- Under Case Management, close Officer Assignment

Officer Assignment History

Primary

[+ Add & Edit](#)

Officer Name	Start Date	End Date	Unit
 Gonzales, Pete Email: PeteGonzales@example.com Phone:	05/07/2018	Current	Central


Secondary

[+ Add & Edit](#)

Officer Name	Program Name	Start Date	End Date	Unit
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ASSOCIATE CHRONOS TO REFERRALS AND/OR OFFENSES

- Chronos associated to a referral/offense are automatically:
 - sealed if the referral/offense is sealed.
 - deleted if the referral/offense is deleted.




Add Chronological Note

* Event Date mm/dd/yyyy	Event Time :	Person Contacted
* Type ▼	* Author 	
Referral Select a Referral ▼		
Offense Select an Offense ▼		
* Note 		

UPDATE HOLIDAYS

- Holidays are excluded when calculating Length of Stay on the Detention Screen
- Update Holidays under Maintenance

Detention History						
Add New						
Details	Date & Time	Actual Stay	Length of Stay	Reason Admitted	Facility	Offense
VIEW 	Entry: Referral: 12/24/2014 22:10 Admission: 12/24/2014 22:10 Released: 01/07/2015 16:50	13 days, 18 hours, 40 minutes	5 days, 16 hours, 50 minutes	Alleged Delinquent Conduct	Angelina County Juvenile Detention Center	ASSAULT CAUSES BODILY INJURY FAMILY MEMBER Statute Citation: PC 22.01(a)(1) Level/Degree: MA UCR: Offense #: 0010010485-01

HOLIDAYS

Maintenance

Actions and Dispositions

Archive Juveniles

Behavioral Health Providers

Child Lives With

Chronological Note Types

County Supervision Conditions

CSR Agencies

Defense Attorneys

Fee Types

Funding Sources

Gangs

Hearing Types

Holidays

Identification Types

Maintain Courts

Maintain Divisions and Units

Non-Residential Service Providers

Non-Residential Services

Notifications

Placement Facilities

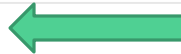
Program/Service Providers

Programs

Seal Juvenile Record

Supervision Levels/Phases

User Defined Fields




ADDING NEW JUDGES

- Judges and Prosecutors are set up under security
 - Includes them on drop-down lists
 - Does not give them access to JCMS

Maintain User Profiles

Last Name: First Name: User Name:

Agency Name: Employee #: Status:

Name	User Name	Agency Name	Unit	Employee #	Last Login	Status	Actions
Judge, Judy JR 	Judy001	289TH DISTRICT COURT SAN ANTONIO		Badge00768	08/30/2012 13:12	Active	Add Like Reset Password Change Unit Suspend Terminate


RESET PASSWORDS

- The System Administrator can reset passwords
- TJJD can reset passwords if no one in your county is available

Maintain User Profiles

Last Name: First Name: User Name:

Agency Name: Employee #: Status:

Name	User Name	Agency Name	Unit	Employee #	Last Login	Status	Actions
Marroquin, Laura 	laura001	ANDERSON COUNTY JUVENILE PROBATION DEPARTMENT	Southside	1867	09/26/2013 17:45	Active	<div>Add Like Reset Password Change Unit Suspend Terminate</div>

VIOLATIONS

- When can you use these offenses/referrals:
 - Viol of Court Order – Technical
 - Viol of Court Order – New Offense
 - Viol of Court Order – (Det Sent Prob) – New Off
 - Viol of Court Order – (Det Sent Prob) – Technical
- When the juvenile is on probation
 - NOT when juvenile fails deferred
 - NOT when juvenile violates conditions of release

MODIFIED AND EXTENDED

- What type of referral can you use the following dispositions on?
 - Probation Modified
 - Probation Extended
 - Probation Revoked – Indeterminate Commitment
 - Probation Revoked – Determinate Commitment
- Modifications to probation are only entered on violations
 - Adjudicated placed on probation cannot be used on a violation

- When can you enter a subsequent disposition?

[illegible]

MULTIPLE DISPOSITIONS

- The juvenile has matching dispositions on the same date, how should they be entered?
 - One referral should have the disposition, the rest should be Consolidated
 - The referral with the disposition should have the supervision attached to it

ADDITIONAL TIPS

- If you add or make offense changes on a referral that has a disposition, edit the disposition and verify the DOI's

Offense(s)				
Agency	Offense Date	Complaint Received Date	Offenses	Indicator
ANDERSON CO SO PALESTINE	09/20/2016	09/20/2016	BURGLARY HABITATION INTEND OTHER FELONY Statute Citation: PC 30.02(d) Level/Degree: F1 Offense #: 0010000258-01	IOI: Primary DOI: Primary
ANDERSON CO SO PALESTINE	09/20/2016	09/20/2016	POSS CS PG 2-A <= 20Z Statute Citation: HSC 481.1161(b)(1) Level/Degree: MB Offense #: 0010000258-03	IOI: Secondary DOI:

ADDITIONAL TIPS

- If you change an existing offense to a Viol of Court Order, edit the referral and attach it to the original referral

Offense

Attach Offense: 09/20/2016 - 22990003 - BURGLARY HABITATION IN Select

Complaint Received Date: 09/20/2016

IOI: Primary ▼

Remove

Attach Offense: 09/20/2016 - 50129004 - VIOL OF COURT ORDER - N Select

Complaint Received Date: 09/20/2016

IOI: Secondary ▼

Remove

Add Another


Original Referral Details

Original Referral: Select

Save & Assign PO

Save

Cancel





ADDITIONAL TIPS

- Original jurisdiction should be 'County' and YOUR county

Edit Referral

Referral

*Type: Formal ▼	*Resident Status: County Resident ▼
Paper Complaint Date: <input type="text"/> 	*Intake Officer: Probation Officer, Pete JI
Paper Complaint Time: <input type="text"/> : <input type="text"/>	*Originating Jurisdiction: County ▼
*Referral Date: 09/20/2016 	*County: Anderson ▼
*Referral Time: 09 : 00	*Referral Source: Police Agency ▼
	Originating Jurisdiction <input type="text"/>
	PID: <input type="text"/>

ADDITIONAL TIPS

- If you make changes in maintenance to correct a juvenile's record, you must do a resave on the juvenile's record
- Do not enter 'placeholder' data
- If in doubt, call or email, we can look at production data

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ADDITIONAL INFORMATION

HELP DESK PROCEDURES

- Data Coordinator is first point of contact for county staff
- Data Coordinator will contact TJJD Support Services
- TJJD will contact CUC on behalf of the county

TEXAS JUVENILE PROBATION DIRECTORY

- The TJJD Directory contains names and addresses of Texas juvenile probation professionals, such as the Data Coordinators.
- The directory is on-line and available here:
<http://www.tjjd.texas.gov/publications/other/searchjuvprobdirectory.aspx>
- Data Coordinator contact information must be updated in the directory as necessary.

EMAIL ADDRESSES

- Enterprise & Customer Support Services maintains a separate list of Data Coordinator email address.
- Please notify us if:
 - Your email changes
 - You would like to add someone to our distribution list

JCMS TRAINING AVAILABLE

- JCMS Basic for new users
 - Hands on step by step basic for new users
- JCMS Basic Advanced
 - Designed for Data Coordinators or users with a good understanding of JCMS
- Contact Enterprise Support to register
 - 512-490-7724 or EnterpriseSupport@tjtd.texas.gov

JCMS DOCUMENTATION

- The TJJD website contains numerous documents and webinars for entering data in JCMS.
 - Some of the webinars include training hours
- The documents and webinars are available here:
<http://www.tjjd.texas.gov/services/jcms.aspx>



QUESTIONS?

EnterpriseSupport@tjtd.texas.gov

(512) 490-7724

